

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 400 C

1. TITLE OF REPORT (If a fill-in report include Form No.)

400C CRUN OFF/DIV CHGES

2. TYPE
OF
REPORTSTATISTICAL
NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☒ YES
☐ NO

IF YES GIVE ADP PROCESSING NO.

EP 400C

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

OCC/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS06-3	4.21		.143		.60		12		7.20

B. COSTS OF COMPUTER PRODUCED REPORTS

					.75		12		9.00
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TOTAL COSTS PER YEAR

\$ 16.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

2 NOV 1970